

**PERSONNEL BOARD AGENDA
FOR
June 14, 2016 – 7:00 P.M.
Room 116**

NEW BUSINESS:

- 1 Approval of Minutes for December 15, 2015
- 2 Approval of Minutes for May 24, 2016
- 3 Approval of revised job description – Principal Clerk
- 4 Overtime Final Rule and State & Local Government
- 5 Approval of Personnel Action Requests for new hires, rehires, promotions, step increases, increase in hours

CORRESPONDENSE:

- 1 Kopelman & Page memorandum to Municipal Clients – Open Meeting Law – Preparing your Meeting Notice; A Checklist and Sample Notices and Votes; Reasons for Convening Executive Session; Overview Presentation